

POSTED IN THE CSCFO-MP
BULLETIN OF VACANT POSITION

Date: 20 JUN 2025
By: THEODORA ROSE B. PEL-EY
Senior HR Specialist

Republic of the Philippines
MOUNTAIN PROVINCE STATE UNIVERSITY
Request for Publication of Vacant Positions

CSC CIVIL SERVICE COMMISSION - CAG
CSCFO Mountain Province
Electronic copy to be submitted to the CSC FO
Must be in MS Excel format

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Date: 20 JUN 2025 Time: 5:48 PM
Jockey/Control No: THEODORA ROSE B. PEL-EY
Name: Senior HR Specialist

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MOUNTAIN PROVINCE STATE UNIVERSITY in the CSC website:

[Signature]
ZENAIDA Y. SOLIVEN
Supervising Administrative Officer
Director, HRMO
Date: 06/20/2025

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Associate Professor I	MTPSPCB-APRO1- 16-2019	19	56390	Master's degree in the area of specialization or its allied/related fields	8 hours of relevant training	2 years of relevant experience	None required RA 1080 (for courses requiring Bar/Board Eligibility		School of Criminal Justice Education and Liberal Arts
2	Administrative Officer V (Administrative Officer III)	MTPSPCB-ADOF5- 42-2023	18	51304	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Administrative Division - General Services Unit (Bontoc Campus)
3	Information Officer III	MTPSPCB-INFO3- 63-2023	18	51304	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Information Unit

4	Accountant II	MTPSPCB-A2-3-2015	16	43560	Bachelor's degree in Commerce/ Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (Certified Public Accountant)		Finance Division (Bontoc Campus)
5	Information Officer II	MTPSPCB-INFO2-62-2023	15	40208	Bachelor's degree	4 hours of relevant training	1 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Information Unit
6	Instructor I	MTPSPCB-INST1-4-2024	12	32245	Master's Degree in the area of specialization or its allied/related fields	None Required	None Required	None required / RA 1080 (for courses requiring BAR or Board eligibility)		School of International Hospitality and Sustainable Tourism Management
7	Guidance Counselor I	MTPSPCB-INST1-GUIDC1-8-2023	11	30024	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)		Guidance Office
8	Administrative Officer I (Bookbinder IV)	MTPSPCB-ADOF1-11-2004	10	25586	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None required (MC 10, s. 13-Cat.III)		Administrative Division - HR Unit (Bontoc Campus)
9	Administrative Assistant II (Cash Clerk III)	MTPSPCB-ADAS2-14-2004	8	21448	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Finance Division (Bontoc Campus)
10	Administrative Assistant II (Clerk IV)	MTPSPCB-ADAS2-15-2004	8	21448	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Administrative Division - Linkage/ International Affairs Unit

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11	Administrative Assistant I (Computer Operator I)	MTPSPCB-ADAS1-3-2016	7	20110	Completion of two years studies in college or High School Graduate with relevant Vocational/trade course	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Administrative Division - Events Unit
12	Administrative Aide VI (Clerk III)	MTPSPCB-ADA6-16-2023	6	18957	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Admission and Registration Office - Tadian Campus

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than July 2, 2025.

1. Fully accomplished Personal Data Sheet (PDS) with a recent passport-size picture (Download the PDS or CS form 212, revised 2017 at www.csc.gov.ph);
2. Work experience sheet (Download the form at www.cscs.gov.ph)
3. Photocopy of certificate of eligibility/rating/license(valid/not expired);
4. Original copy of certificate of employment from previous employers;
- 5.Certified photocopy of transcript of record and diploma;
6. Performance rating in the last two (2) rating period (if applicable); and
7. Photocopy of relevant certificate of seminar/ training attended (if any)

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All qualified applicants are welcome to apply regardless of age, sex, civil status, religion, disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities (SOGI).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

DR. EDGAR G. CUE

SUC President III

Mountain Province State University

mpspchrmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED. ONLY APPLICATIONS WITH COMPLETE DOCUMENTS SHALL UNDERGO EVALUATION.